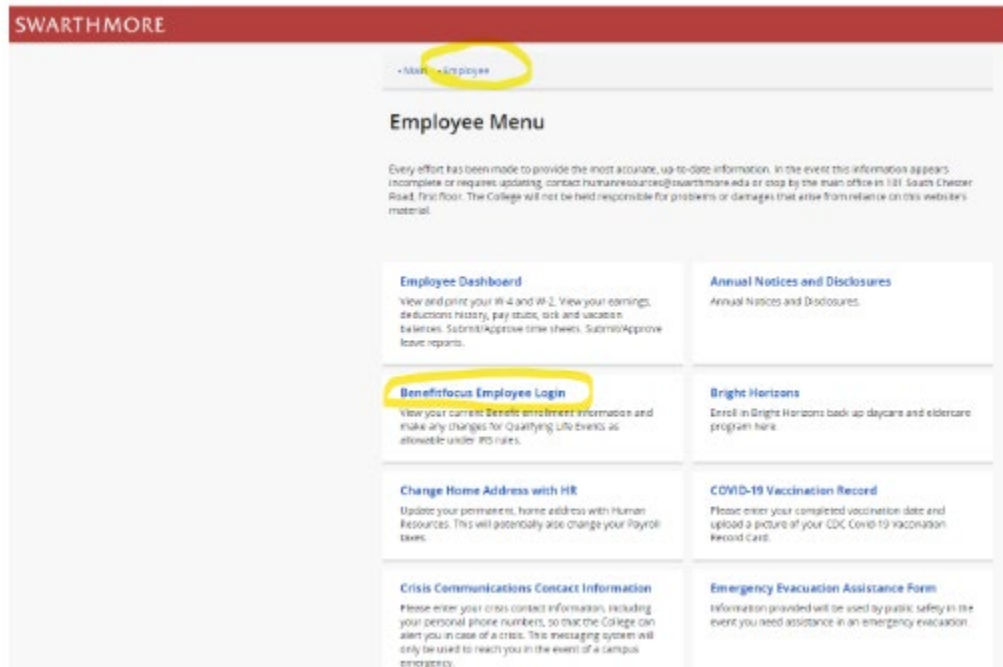
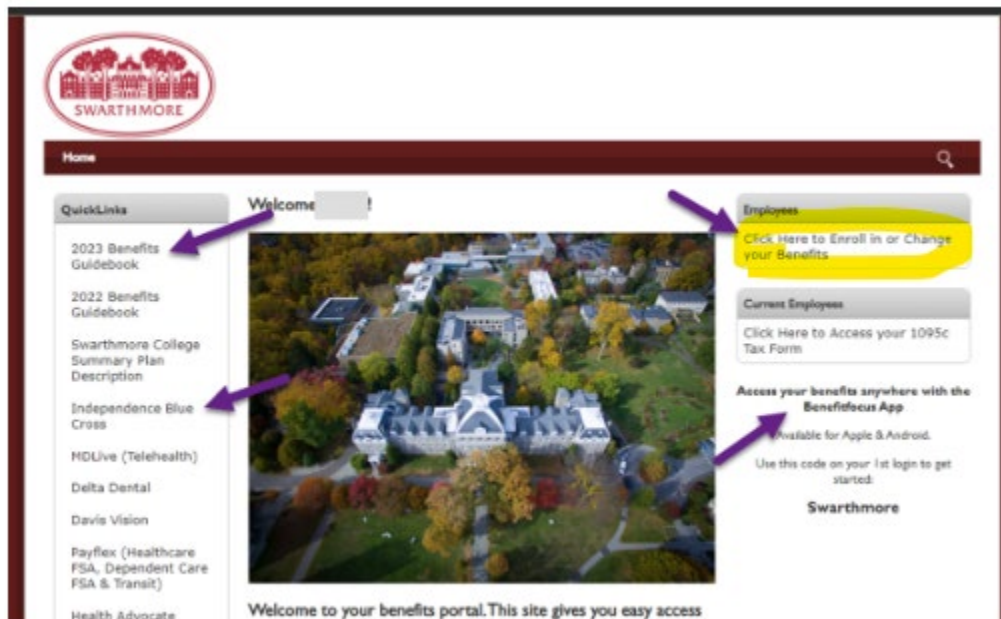


HOW TO ADD/EDIT BENEFICIARY IN BENEFITFOCUS

Login to mySwarthmore-Click on Employee-Click on Benefitfocus Employee Login

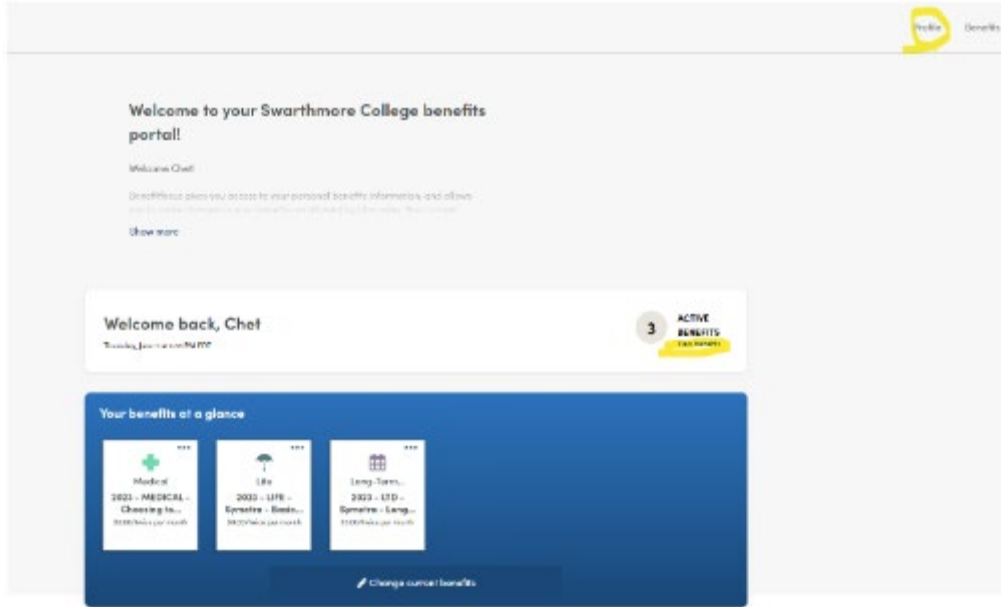


Click on "Click Here to Enroll in or Change your Benefits" on the top right under Employees

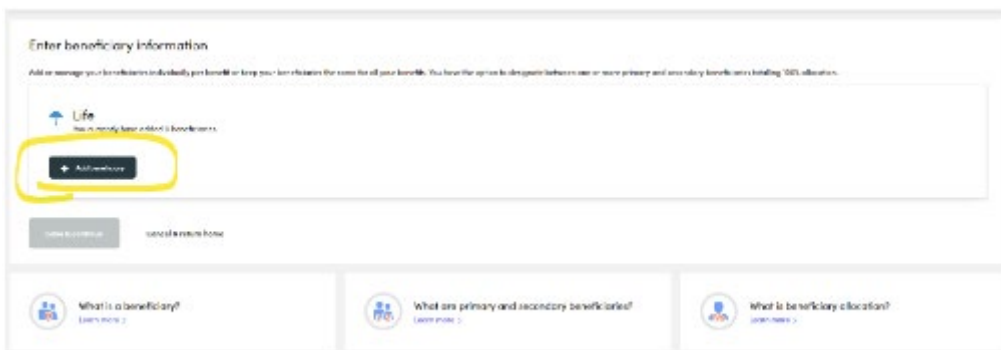


Click on Profile-then click on Your Beneficiaries

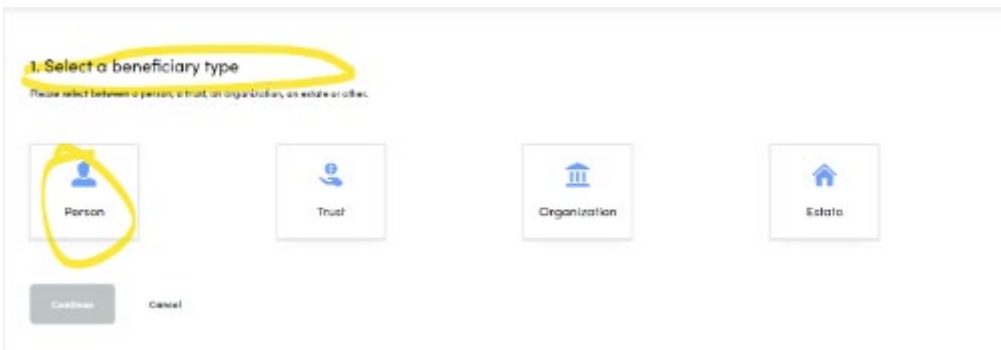
HOW TO ADD/EDIT BENEFICIARY IN BENEFITFOCUS



Click on Add Beneficiary



Click on the Beneficiary Type (typically a person) - then click continue



Click on Add Another Person

HOW TO ADD/EDIT BENEFICIARY IN BENEFITFOCUS

2. Enter beneficiary information

Select a name Select a beneficiary Enter utilization percentage

Don't see the person you want to select?

[Add another Person](#)

Save beneficiary Previous

Enter the Person's information and click Save & Continue

Edit beneficiary information

Enter first name * Enter middle name (optional)

Enter last name * Enter date of birth (MM/DD/YYYY)

Enter Social Security Number (xxx-xx-xxxx) Enter relationship *

Enter address 1 Enter address 2 (optional)

Enter city Select state

Enter Zip/Pastal code Select country

Enter phone number (xxx-xxx-xxxx)

Save & continue Cancel

Click the drop down to Select a Person - click the Name of that Person

HOW TO ADD/EDIT BENEFICIARY IN BENEFITFOCUS

2. Enter beneficiary information

Name: [text input]

Add to beneficiary: [dropdown menu]

Enter allocation percentage: [text input]

Don't see the person you want to select?

+ Add another Person

Save Beneficiary Previous

Click the drop down for Classification and choose Primary and enter 100% (or if you are choosing more than 1 primary or secondary beneficiary then choose the % you want to go to each person), click Save Beneficiary

2. Enter beneficiary information

Name: [text input]

Add to beneficiary: [dropdown menu]

Enter allocation percentage: [text input]

Don't see the person you want to select?

+ Add another Person

Save Beneficiary Previous